## **EDITING**

COMMAND:

I

**ESC** upper case mode

ESC ESC cursor control mode

EFFECT:

ESC ESC CTRL-C case change mode

**ESC** return to cursor control mode from

case change mode

ESC ESC CTRL-O return to editor

menu

delete a character <--> retrieve a character

up one line M down one line

J left one character

K right one character

COMMAND: MNEMONIC: EFFECT:

CTRL-T: Top cursor up 12 lines CTRL-V: Vertical cursor down 12 lines CTRL-B: Beginning cursor to beginning

CTRL-E: End cursor to end

CTRL-D: DOS access to disk CTRL-F: Free check free memory CTRL-I: insert file from

Insert disk

CTRL-K: Keep save file segment

to disk

CTRL-P: Pop clicks over return CTRL-S: Search starts search and

replace

CTRL-R: Replace replace specified

string

CTRL-W: Word deletes a word CTRL-X: X-out deletes a line

or paragraph (<256 characters)

from cursor

CTRL-Y: Yank moves block within

file

## **PRINTING**

These commands must be preceded and followed by a RETURN. Type them using lower case letters.

COMMAND: SETS: !fj Fill justify mode !1j Left justify mode !cj Center justify mode !rj Right justify mode !np A new page !lm{number} Left margin to column {number} !rm{number} Right margin to column {number} !tm{number} Top margin !bm{number} Bottom margin !sp{number} Number of spaces

between lines